

# ELECTRONIC PERSONNEL ACTION FORMS EPAF

## ➤ ADJUNCT FACULTY EPAF

### ✓ Teaching

❖ A Teaching EPAF will have credit hours attached!

1. **HIREAF** – used when the individual has NEVER worked in the position number.
2. **REHIAF** – used when the individual HAS worked in the position number.
3. **GRHIAF** – used for grant position numbers and individual has never worked in the position number before.
4. **GRRHAF** – used for grant position numbers and individual has previously worked in the position number.
5. **TERMAF** – used to terminate a position number.

## Electronic Personnel Action Form (EPAF) Adjunct Faculty Continued

- ❖ Non-Teaching EPAF will have clock hours associated with payment.
- 1. **AFHINT** – used for an individual who has NEVER worked in position number before.
- 2. **AFRHNT** – used for an individual who HAS worked in position number.
- 3. **AFGHNT** – used for a grant position when the individual has never worked in position before.
- 4. **AFGRNT** – used for a grant position when the individual has worked in position before.
- 5. **TERMAF** – used to terminate an adjunct position.

# Electronic Personnel Action Form (EPAF) Adjunct Faculty Continued

- ▶ A Hiring Verification Workflow must be processed first, before the individual can begin working.
- ▶ There are separate position numbers for teaching versus non-teaching assignments. Please ensure you are using the correct position number.
- ▶ For Teaching positions, credit hours entered on the EPAF would be the same entry made currently on the paper Personnel Appointment Form (PAF).
- ▶ The contract dates and rate of pay will automatically default for Adjunct EPAFs.
- ▶ If a position must be terminated outside of the normal contract, HR must be contacted prior to submitting a TERMAF EPAF so that any future dates can be removed.

# Electronic Personnel Action Form (EPAF) Adjunct Faculty Continued

- ▶ The University Provost Office (Academic Affairs) requires additional steps be completed prior to appointments. EPAFs will not be approved until All required documentation is received. This includes:
  - ❖ Academic Preparation Certification (SACSCOC) Form
  - ❖ Curriculum Vita
  - ❖ Three current professional letters of recommendation
  - ❖ Official transcripts for all degrees
  - ❖ [Background check](#) – sent electronically to [Allyson.Baugh@mtsu.edu](mailto:Allyson.Baugh@mtsu.edu)
- ▶ Re-Hiring Adjunct – must submit Academic Preparation Certification (SACSCOC) form.



# EPAF APPROVALS

- ▶ Approval's Required for **Adjunct EPAFs – Mandatory**
  - ▶ **HRAPR** – The EPAF is awaiting the employee electronic signature. Once signed, HR will push the EPAF forward for approvals.
  - ▶ **RS** – Research Services – only for Grant Related EPAF's
  - ▶ **DEPTHD** – Chair/Director, etc.
  - ▶ **DEANS** – Applicable College Dean.
  - ▶ **ACADRE** – Academic Affairs review and approval.
  - ▶ **VP** – Applicable Vice President
  - ▶ **HRAPP** – Human Resource Services applies all EPAFs.
  
- ❖ Any approver may designate a Proxy Approver for EPAF's.

# EPAF CONTINUED

## ► Creating Adjunct EPAF's

1. **You will need the individual's Banner ID**
2. **You will need the position number**
3. **You will need the T-Org**

**NOTE: Be familiar with EPAF types – it makes a difference!**

## ▶ Creating EPAF's

- ▶ Log into Pipeline, click on Employee tab and then click on the "New EPAF" link

The screenshot displays the PipelineMT interface for the 'Employees' section. On the left is a navigation sidebar with links for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees (highlighted), Finance, and Resources. The main content area is titled 'Employees' and contains three primary sections:

- Pay and Job Information:** Includes links for Jobs Summary, Earnings History, Earnings by Positions, Pay Stub, and Direct Deposit Allocation.
- Benefits and Deductions:** Includes links for Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, and Benefit Statement.
- Electronic Personnel Action Form:** Includes links for EPAF Approver Summary, EPAF Originator Summary, **New EPAF**, EPAF Proxy Records, and Act as a Proxy.

Additional icons for Leave Report, Time Entry, Leave Balance, Update Direct Deposit Allocation, and Update W-4 Withholding are also visible. A large green arrow points from the 'Benefits and Deductions' section towards the 'New EPAF' link in the 'Electronic Personnel Action Form' section.

## ▶ Creating EPAF's

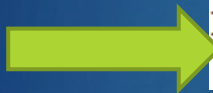
- Enter the Banner ID (M number), hit tab and verify you have the correct name.

### New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \*    





# EPAF

## ▶ Creating EPAF's

- ▶ Under “Approval Category” use the drop down and select your EPAF and click “Go”

Query Date: MM/DD/YYYY\*

Approval Category: \*



- ▶ To ensure you are using the correct EPAF type, click “All Jobs” to view any position(s) the individual has been in. If you see your position, you need to use a Rehire EPAF not Hire.

### Hire Adjunct Faculty, HIREAF

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	122830	00	Temporary Help-Art	16200, Art and Design	Mar 21, 2006	Dec 15, 2007	Jun 15, 2006	Terminated	<input type="radio"/>
	Primary	996830	00	Temp-Art Model	T1620H, Art-Art Models	Apr 17, 2014	Dec 18, 2020	Oct 15, 2020	Terminated	<input type="radio"/>

## ▶ Creating EPAF's

- If the position number is not listed, then you can proceed with the hire EPAF. Enter "New Job" information. Enter position number, enter 00 in the suffix field and tab. Your position description will display. Then click "Go" to proceed.

*Hire Adjunct Faculty, HIREAF*

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	834870	00	Adjunct Professor	18617, Mathematics Profession 537093 Match					<input checked="" type="radio"/>



- If you are using an existing position, you must select a rehire EPAF. Click the radio button under "Select" for the position you are reactivating (rehiring) and click "Go" to proceed.

*Rehire Adjunct Faculty, REHIAF*


Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input checked="" type="radio"/>
	Primary	101870	00	Adjunct Professor-Aerospace	T13100, Aerospace	Jan 01, 2006	May 31, 2021	Mar 31, 2021	Active	<input type="radio"/>
	Secondary	355870	00	Adjunct Professor	17500, University College Administration	Mar 01, 2013	Apr 30, 2013	Apr 30, 2013	Terminated	<input type="radio"/>



## ▶ Creating EPAF's

- ▶ You should now be seeing the EPAF information displayed:

**Hire Adjunct Faculty, 355870-00 Adjunct Professor**


Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)		<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Contract Type:		<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary:		<input type="text" value="600"/>
Annual Salary:		<input type="text" value="2400"/>
Hours per Pay:		<input type="text" value="3"/>
Factor:		<input type="text" value="4"/>
Pays:		<input type="text" value="4"/>
Timesheet Orgn: *		<input type="text"/> 

- ▶ For Hire EPAFs, the “Current Value” information will be blank.

## ► Creating EPAF's

- For Rehire EPAFs, "Current Value" information will display:

Rehire Adjunct Faculty, 355870-00 Adjunct Professor, Last Paid Date: Apr 30, 2013

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AF, Adjunct Faculty	<input type="text"/>
I9 Form Indicator: (Not Enterable)	Temporary	<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)	07/10/2021	<input type="text"/>
Jobs Effective Date: MM/DD/YYYY	04/30/2013	<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Job Change Reason: (Not Enterable)	EOCN	<input type="text" value="BOCN"/>
Step: (Not Enterable)	0	<input type="text" value="0"/>
Assign Salary:	3000	<input type="text" value="600.00"/>
Annual Salary:	36000	<input type="text" value="2400.00"/>
Hours per Pay:	1	<input type="text" value="3"/>
Factor:	12	<input type="text" value="4"/>
Pays:	12	<input type="text" value="4"/>
Timesheet Orgn: *	17500	<input type="text" value=""/> 

## ▶ Creating EPAF's

- ▶ For both hire and rehire Adjunct EPAFs, the “End Adjunct Faculty Contract” values will default:

End Adjunct Faculty Contract, 355870-00 Adjunct Professor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="05/31/2021"/>
Job Change Reason: (Not Enterable)		<input type="text" value="EOCN"/>
Job Status: (Not Enterable)		<input type="text" value="T"/>

End Adjunct Faculty Contract, 355870-00 Adjunct Professor, Last Paid Date: Apr 30, 2013

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	04/30/2013	<input type="text" value="05/31/2021"/>
Job Change Reason: (Not Enterable)	EOCN	<input type="text" value="EOCN"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="T"/>



## ▶ Creating EPAF's

- ▶ For both hire and rehire Adjunct EPAFs, the Assign Salary, Annual Salary, Hours per Pay, Factor and Pays will default:

Hire Adjunct Faculty, 355870-00 Adjunct Professor

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)		<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Contract Type:		<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary:		<input type="text" value="600"/>
Annual Salary:		<input type="text" value="2400"/>
Hours per Pay:		<input type="text" value="3"/>
Factor:		<input type="text" value="4"/>
Pays:		<input type="text" value="4"/>
Timesheet Orgn: *		<input type="text"/>



## ▶ Creating EPAF's

- ▶ Certain fields are enterable and can be changed. The Assign Salary x Factor – Annual Salary. If you change one, you must change the other. If you are changing the number of payments (Pays), you must change the factor as well:

Hire Adjunct Faculty, 355870-00 Adjunct Professor

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)		<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Contract Type:		<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary:		<input type="text" value="600"/>
Annual Salary:		<input type="text" value="2400"/>
Hours per Pay:		<input type="text" value="3"/>
Factor:		<input type="text" value="4"/>
Pays:		<input type="text" value="4"/>
Timesheet Orgn: *		<input type="text"/>



## ▶ Creating EPAF's

- ▶ The “Hours Per Pay” field is the credit hours the individual is being paid for, ex: 3 credit hours, 6 credit hours, etc. The credit hours are converted to clock hours by HR for ACA reporting purposes.

Hire Adjunct Faculty, 355870-00 Adjunct Professor

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)		<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Contract Type:		<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary:		<input type="text" value="600"/>
Annual Salary:		<input type="text" value="2400"/>
Hours per Pay:		<input type="text" value="3"/>
Factor:		<input type="text" value="4"/>
Pays:		<input type="text" value="4"/>
Timesheet Orgn: *		<input type="text"/>



## ▶ Routing Queue (Approvers)

- ▶ *The Routing Queue's must be entered or the EPAF will not submit.*
- ▶ *Use the search icon (magnifying glass) to find the correct username for your approver.*

### Routing Queue

Approval Level	User Name
2 - (HRAPR) HR Approve Transaction	<input type="text"/>
10 - (DEPTHD) Department Head	<input type="text"/>
30 - (DEANS) Deans	<input type="text"/>
42 - (ACADRE) Academic Affairs Review	<input type="text"/>
50 - (VP) Vice Presidents	<input type="text"/>
99 - (HRAPP) HR Appliers	<input type="text"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>

## ▶ Routing Queue (Dual Enrollment)

- ▶ *If you are submitting a contract for a Dual Enrollment payment, you must manually add the approver.*
- ▶ *You will need to use the “Not Selected” dropdown and click on UNIVCO, which will be for the University College Approver.*

Routing Queue	
Approval Level	User Name
2 - (HRAPR) HR Approve Transaction	<input type="text"/>
10 - (DEPTHD) Department Head	<input type="text"/>
30 - (DEANS) Deans	<input type="text"/>
42 - (ACADRE) Academic Affairs Review	<input type="text"/>
50 - (VP) Vice Presidents	<input type="text"/>
99 - (HRAPP) HR Appliers	<input type="text"/>
Not Selected ▼	<input type="text"/>
Not Selected ▼	<input type="text"/>
Not Selected ▼	<input type="text"/>
Not Selected ▼	<input type="text"/>

Save and Add New Rows



- ▶ Routing Queue (Approvers)
  - ▶ **The Routing Queue's must be entered or the EPAF will not submit.**
  - ▶ **Use the search icon (magnifying glass) to find the correct username for your approver.**

**User Names,**  
**10 - Department Head**

Alexis, Lance T. (LALEXIS)
Anderson, Mary Kaye G. (MKANDERS)
Apigian, Charles H. (CAPIGIAN)
Arik, Murat (MARIK)
Austin, M J. (JAUSTIN)
Baggarly, Michael D. (BAGGARLY)
Bakari, Adonijah L. (ABAKARI)
Bales, William J. (JBALES)
Baran, Emily B. (EBARAN)
Batey, Lisa C. (LBATEY)
Beckman, Wendy S. (WBECKMAN)
Bedekar, Vishwas (VBEDEKAR)
Benson, Sandra S. (SBENSON)
Bernstein, Stuart E. (SBERNST)
Blair, Robert B. (RBBLAIR)

Select

Exit Window

**User Names,**  
**30 - Deans**

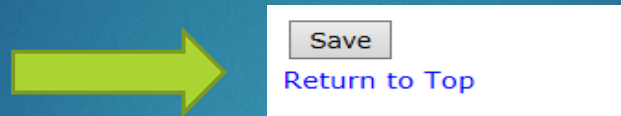
Butler, David L. (DBUTLER)
Fischer, Robert U. (BFISCHER)
Foote, David A. (DFOOTE)
Keel, Beverly J. (BKEEL)
Petersen, Karen K. (KPETERSE)
Sluder, Richard D. (RSLUDER)
Sokoya, Sesan K. (KSOKOYA)
Urban, David J. (DURBAN)
Vanosdall, Fred P. (VANOSDAL)
Whiteside, Harold D. (WHITESID)

Select

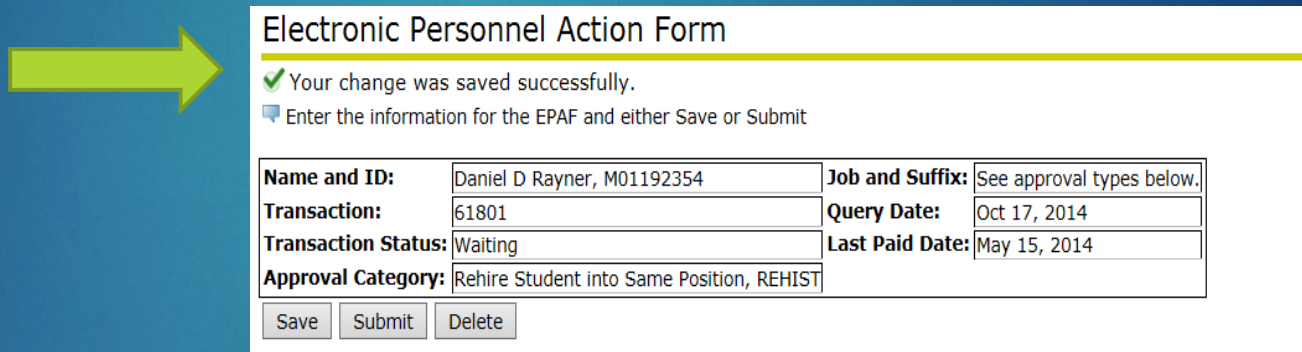
Exit Window

## ▶ Creating EPAF's

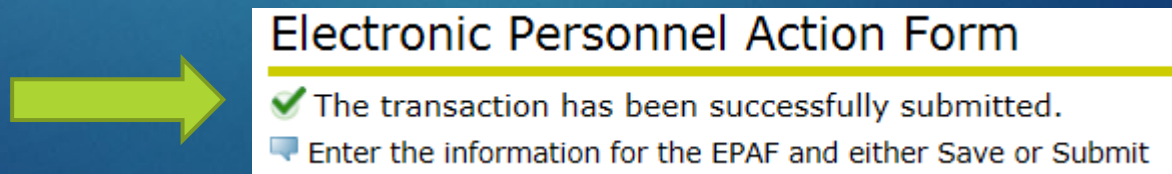
- ▶ Once you have entered your approvers, you will click on the "save" button at the bottom. NOTE: you have not submitted!



- ▶ At the top of the page, you will see a green check if your EPAF was saved successfully. If so, then click "Submit" to submit the EPAF for approval.

A screenshot of the 'Electronic Personnel Action Form' interface. A green arrow points to a green checkmark icon followed by the text 'Your change was saved successfully.' Below this is a blue speech bubble icon with the text 'Enter the information for the EPAF and either Save or Submit'. The form contains several fields: 'Name and ID' (Daniel D Rayner, M01192354), 'Job and Suffix' (See approval types below.), 'Transaction' (61801), 'Query Date' (Oct 17, 2014), 'Transaction Status' (Waiting), 'Last Paid Date' (May 15, 2014), and 'Approval Category' (Rehire Student into Same Position, REHIST). At the bottom are three buttons: 'Save', 'Submit', and 'Delete'.

- ▶ You will see at the top if your EPAF was successfully submitted.

A screenshot of the 'Electronic Personnel Action Form' interface. A green arrow points to a green checkmark icon followed by the text 'The transaction has been successfully submitted.' Below this is a blue speech bubble icon with the text 'Enter the information for the EPAF and either Save or Submit'.

# CREATING NON-TEACHING EPAFS

- Typically used when processing one-time payment for services other than teaching known as flat rate or Non-Teaching rate. These positions usually end in 865. The job effective date and end date will default in and must be updated to reflect the upcoming payroll period.

Hire Adjunct Faculty-Non Teaching, 116865-00 Adjunct Professor-Non Teaching

Item	Current Value	New Value
Employee Status: (Not Enterable)	Active	<input type="text"/>
Employee Class Code: (Not Enterable)	AD, Administrative / Professional	<input type="text"/>
I9 Form Indicator: (Not Enterable)		<input type="text"/>
I9 Expiration Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Job Begin Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Contract Type:		<input type="text" value="Primary"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/01/2021"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BOCN"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Assign Salary:		<input type="text"/>
Annual Salary:		<input type="text"/>
Hours per Pay:		<input type="text"/>
Factor:		<input type="text" value="1"/>
Pays:		<input type="text" value="1"/>
Timesheet Orgn: *		<input type="text"/>

End Adjunct Faculty Contract, 116865-00 Adjunct Professor-Non Teaching


Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="02/28/2021"/>
Job Change Reason: (Not Enterable)		<input type="text" value="EOCN"/>
Job Status: (Not Enterable)		<input type="text" value="T"/>

# CREATING NON-TEACHING EPAFS

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The Assign Salary, Annual Salary, Hours Per Pay and Timesheet Orgn code must be entered.

- ❖ Assign Salary = the total amount to be paid.
- ❖ Annual Salary = the assign salary x factor
- ❖ Hours per Pay = the total number of clock hours expected for payment. If more than one payment, divide hours by number of payments. Example: 100 hours for 2 months = 50 hours per pay.
- ❖ Pays = the number of payments to be made at the assign salary rate. If there are multiple payments, the factor and pays must equal. Example: 2 payments of \$500.00 = Assign salary \$500.00, Factor = 2. Pays = 2, Annual Salary \$1,000.00.

Assign Salary:	<input type="text"/>
Annual Salary:	<input type="text"/>
Hours per Pay:	<input type="text"/>
Factor:	<input type="text" value="1"/>
Pays:	<input type="text" value="1"/>
Timesheet Orgn: *	<input type="text" value=""/> 

# EPAF PROCESSING

Still having trouble processing  
your EPAF?

Our EPAF coordinator is

***LaCresha Longwell @ x.5235 or  
lacresha.longwell@mtsu.edu***